



Local Emergency Planning Committee
for New Castle County
P.O. Box 2998
Wilmington, DE 19805-0998
Phone (302) 395-3633
FAX (302) 323-4573
David Irwin, Chairman
Thomas Kovach, Vice-Chairman
Phone (302) 395-3633

Meeting Agenda
March 11, 2013
2:30 PM

Host: Lewis Environmental

Meeting Location:

Agenda:

- | | |
|---|---|
| 1. Welcome | Lynn Poling |
| 2. Introductions | |
| 3. Agenda Approval | |
| 4. Meeting Minutes Approval | |
| 5. Committee Reports | |
| a. Finance | David Irwin |
| b. IT | David Irwin |
| c. Training | Mark Dolan |
| d. Transportation | Al Stein |
| 6. Staff Report | David Irwin |
| 7. Tier II Report | Kris Gontkovsky |
| 8. SERC Report | Kevin Kille |
| a. March 13 th Agenda | |
| b. NCC Hazmat Flow Study | |
| 9. Old Business | |
| a. Emergency Guideline Reprint Update | David Irwin |
| b. Staff Vacancy Update | David Irwin |
| c. 6 th Annual HAZMAT Conference | David Irwin/ Kevin Kille |
| 10. New Business | |
| a. Staff Vacancy Update | David Irwin |
| b. LEPC Reports | LEPC Chairs |
| 11. Presentations | |
| a. Private Sector Information Sharing | Bill Robinson, Security Manager, Delaware City Refining |
| b. Paulsboro Derailment Case Study | Kathleen Moore, CAPT, USCG Commander, Sector Delaware Bay |
| 12. Any Other Business | All |
| 13. Adjourn | |

Directions to Lewis Environmental

101 Carroll Drive New Castle DE

***Please note Washington Street at railroad track is closed (end of RT 141)

South – take RT 9 north past PrintPak over the railroad track. After railroad track, make first left into industrial park. Take second left, turn into fenced yard to the left. Park and walk through large warehouse.

Offices/meeting is in the one story building use door to the left.

North – RT 9 through old New Castle. Continue through Dobbinsville (watch your speed) before railroad track turn right into industrial park, and then follow directions above.

NCC LEPC

Meeting Minutes of January 14, 2013
City of Wilmington Emergency Operations Center

The meeting was called to order at 2:30 by Chairman Dave Irwin.
Attendees list attached.

Director George Giles of Wilmington OEM gave an overview of the EOC and welcomed the members of the New Castle County LEPC Members. Chairman Irwin thanked Director Giles for the use of the EOC.

Introductions were held.

The meeting agenda and previous minutes were approved.

Vince Jacono Regional Public Affairs Manager and Coordinator of the Emergency Services Partnership Services of Delmarva Power gave a presentation and explained some of the procedures between daily roles and the secondary roles of employees during an event.

Committee Reports:

Finance – Dave reported that there was \$13,471.96 salary being the bulk of this amount total expenditures leaving a balance of \$48,511.40. This budget is to June 30, 2013.

IT Committee – Dave said that IT was supposed to meet on 12/5 but that there was not enough business. The Committee will meet on 3/6/13.

Training – Mark read his report and it is attached to the minutes.

Transportation - Al Stine report attached.

Steering Committee- The Committee met before this meeting.

Tier II Report – Attached. March 1st reports due.

Staff Reports – Joe Murabito resigned no report. Dave report attached to minutes.

Old Business –

Chairman Irwin reported that the brochures were totally paid for by the Industry 12 companies provided support. He hopefully will have the draft in the next two weeks.

Dave Irwin reported that the meetings for July & November will switch locations. They will flip flop.

New Business-

-Chairman Irwin stated Joe has resigned. The Steering Committee has agreed to form a selection committee. Dave will ask the former members to be on the committee again. If you know of anyone that is interested have them send a resume to Dave. The person will work out of their home and there are no benefits. We will advertise on the web site as well as send out to our e-mail distribution lists. The salary will also be discussed.

-recommendation of the committee because of expanded duties

Dave Irwin receives both salaries until position is filled. Motion approved.

-recommendation of the committee to approve the work plan. Motion Dave Ennis 2nd Al Stein. Approved

-recommendation to approve budget of \$95,591.00 (Dave subtracted the \$8000.00 because DSFS no longer provides administrative support only handles grant. We now get \$2000.00 instead of \$8000.00 for the request being \$85,591.00. Motion Dave Ennis, 2nd Al Stein.

Approved.

-Chairman Irwin read all the classes being offered at the Hazmat Workshop. Reminded everyone it is free and is back at DSFS. He stated that there are 350 seats available for the dinner.

DEMA

Kevin Kille reported that there are 47 states with Flu issues. De 1st response in first mode. DPH reported 441 cases severe enough to cause hospitalization in NCC. Kent and Sussex holding their own at present.

Experts hope that it will peak this week.

Other Business:

L. Poling will send the information to Margie on the upcoming dinner in Pennsylvania and Margie will pass it on.

Next meeting at Lewis Environmental March 11, 2013.

Respectfully submitted,
Margie Williams, Secretary

LEPC for NCC Mtg - 1/14/13

BOB BARISH

CITIZEN

VIMAL VIJAYKUMAR

DUPONT

Bernadette Wissertchen

AstraZeneca

Bill McCracken

NCC LEPC

David C. Anderson

LEPC/NCC/HARRA

Tom Kovach

NCC LEPC

Joseph Cochran Jr.

NCC OEM

Charles Stevenson

Sussex LEPC

Wayne Hopkins

DuPont CRP

Albert A. Stein

LEPC

BABAK GOLGOLAB

CLAYMONT COMM. COALITION

John Sweeney

LINDE

VINCE JACONO

DELMARVA POWER

GEORGE GILLEN

WILM LEPC

Jill Drazek

Kuehne Chemical Company

LYNN POLING

Lewis Environmental

Ron Dietrick

Delaware Ctr Refining

Mark Dolan

BASF

John Verdo

BASF

Kevin W. Hall

DEMA

Margie Williams

Secretary NCC LEPC

GG

Wilm OEM

DAVID MOYER

DNREC/ERB

Pat Civitella

Ashland

MARK CASTLEW

PRINTPACK INC

Kim Bennett

Formosa Plastics

JOIS RUBIN

WSFS BANK

Kenneth Cross

Tidelwater Util's

BRUCE GILLOWAY

DuPont

Williams M (Wilmington PD)

From: Gontkovsky Kristoffer A (DNREC) [Kristoffer.Gontkovsky@state.de.us]
Sent: Tuesday, January 08, 2013 10:21 AM
To: Charles Stevenson IV (cstevenson@sussexcountyde.gov); David Irwin; Williams M (Wilmington PD)
Subject: T2 report for LEPC meeting

With reporting season just underway, there is nothing of significance to report at this time.

Kristoffer Gontkovsky
EPCRA Reporting Program, DNREC
Blue Hen Corporate Center
655 South Bay Road, Suite 5N, Dover, DE 19901
Phone: (302)739-9405 Fax: (302)739-3106

Monday, January 14th, 2013

NEW CASTLE COUNTY INDUSTRIAL HAZARDOUS MATERIALS RESPONSE ALLIANCE

NCCIHMRA TRAINING COMMITTEE REPORT TO NCC LEPC

The New Castle County Industrial Hazardous Materials Response Alliance Training Committee did not conduct a training session between the November 19th, 2012 and the January 14th, 2013 LEPC for NCC meetings.

The NCCIHMRA Training Committee did complete the NCCIHMRA CY2013 training schedule, and presented it at the November 7th, 2012 Team Planning and Training Meeting as follows:

Training Session I => New Mexico Tech EMRTC Incident Response To Terrorist Bombings – Awareness Level AWR-130 instructed by NCCIHMRA instructors at the Elsmere Fire Company on Tuesday, February 26th and Thursday, February 28th, 05:00 pm – 09:00 pm (4 hours);

Training Session II => State of Delaware 6th Annual Hazardous Materials Training Workshop at the Delaware State Fire School Kent Division on Saturday, April 6th, 08:00 am – 04:30 pm (8 hours);

Training Session III => Tanner Industries Ammonia Safety and Emergency Response Training with live tank trailer leaks at either the Calpine Edge Moor or Calpine Hay Road Power Plant (location tentative) on Saturday, May 4th, 08:00 am – 04:00 pm (8 hours);

Training Session IV => Tank Trailer full scale field exercise utilizing the Weavertown rollover tank trailer with Hazmat 30 and Technical Decontamination Team 14,16,17 at the Delaware State Fire School New Castle Division on Saturday, September 21st, 08:00 am – 04:00 pm (8 hours);

Twelfth Annual NCCIHMRA Planning and Training Meeting => Wednesday, November 6th, 05:30 pm – 09:00 pm at the Elsmere Fire Company.

Submitted by:
Mark Dolan
NCCIHMRA Training Committee



STATE OF DELAWARE

State Emergency Response Commission

BUDGET SUBMISSION CHEMICAL INVENTORY FEES FISCAL YEAR 2014

Name of Organization Local Emergency Planning Committee for New Castle County

Name of Contact Person David H. Irwin

Telephone Number (302) 383-1307

1. SALARIES [Itemize Position(s)]
 - a) Rate \$ 0
 - b) Percentage of Time \$ 0
 - c) Fringe Benefits (itemize) \$ 0
2. TRAVEL
 - a) Transportation Costs \$150.00
 - b) Subsistence (lodging, meals) \$0
3. INFORMATION MANAGEMENT
 - a) Photocopying \$300.00
 - b) Printing \$500.00
 - c) Postage, PO Box \$200.00
 - d) Telephone Costs Provided by NCC OEM
4. EQUIPMENT (Including Maintenance)
 - a) Computer \$400.00
 - b) Audio Visual \$0
 - c) Office Equipment \$400.00
(e.g. typewriter, fax, copier)

Name of Organization (continued) Local Emergency Planning Committee for New Castle County

5.	OFFICE SUPPLIES	
	a) Paper, pens, stationery, etc.	<u>\$1000.00</u>
6.	CONFERENCES, SEMINARS	
	a) Registration Fees	<u>\$0</u>
7.	PROFESSIONAL SERVICES	
	a) Consultants	<u>\$80,166.00</u>
	b) NCCIHMRRA support	<u>\$2,475.00</u>
	c) Admin. Support	<u>\$2,000.00</u>
<u>TOTAL BUDGET REQUEST FY 2014:</u>		<u>\$ 87,591.00</u>

OTHER INCOME

(Exclude any income or benefit from grants administered by DEMA)

a) Carry-over funds from prior FY	<u>TBD</u>
b) Fundraisers(to support LEPC)	<u>\$0</u>
c) Private Donations (to support LEPC)	<u>\$0</u>
d) Grants/Grant Appl. by Org.	<u>\$0</u>

(filed by Org. not by DEMA)

*Any dollars budgeted within one of the seven category line items may be transferred within that line item for use in any of the subcategories at the discretion of the organization and without further SERC Finance Committee approval. If any dollars are to be used in a different line item, SERC Finance Committee approval is required. This may be done by telephone or by letter. Action on such requests will not be unreasonably delayed.

**The dollars budgeted for the purchase of Equipment shall be limited to: \$_____. If any organization wishes to exceed that figure, the SERC Finance Committee will consider such requests.

David Irwin
Activity Report
November 20, 2012 to January 14, 2013

SERC/DEMA Activities:

- Participated in SERC meeting (12/12)
- Submitted quarterly LEPC performance report
- Facilitated two 6th Annual HazMat Training Workshop Committee meetings (11/28/12 & 1/9/13)
- Participated in Planning and Training Committee Meeting (11/29)

Emergency Response Plan Reviews and Facility Visits:
No activity this period

Exercise Status:

- Participated in GE Aviation Full Scale Exercise Planning meeting (12/14)

NCCIHMR:

- Contracted with Tanner Industries to conduct Ammonia Safety and Emergency Response training on May 4, 2013
- Contracted with "The Weavertown Group" to conduct tank Trailer training on September 21, 2013

Outreach Activities:

- Participated in a 4 CAP meetings, Croda (12/12), Delaware City Refining (12/11 & 1/8) and FMC (11/28)
- Conducted S-I-P/Hazardous Materials Awareness training for NCC OEM sponsored CERT class (12/10)

Additional Staff Activities:

- Developed draft FY 2014 budget, Work Plan and LEPC Annual Performance report
- Developed annual performance reports for LEPC steering committee
- Worked with DNREC EPCRA personnel to develop FY 2014 Work Plan objectives.
- Represented LEPC at Kent County LEPC meeting (1/8), Sussex County LEPC meeting (1/10) and Wilmington LEPC meeting (1/11)
- Represented LEPC at DC CAER meeting (1/10)
- Represented LEPC at Wilmington Emergency Operations Center Grand Opening (12/3)
- Sent brochure reprint donation letters to key stakeholders
- Achieved funding commitments for total brochure reprinting costs
- Met with DEMA Director to discuss Emergency Response liability issues and SERT level process
- Met with Senator Bruce Ennis to discuss Emergency Response liability issues
- Secured DANA Transport for 2013 HAZMAT Training Workshop

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